SFA MASTER FACILITIES MANAGEMENT & SECURITY TRANSITION SCHEDULE

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments
1	**UCP3 TRANSITION TASKS FACILITIES MANAGEMENT & SECURITY**	129 days	Tue 5/15/01	Thu 11/15/01		25%	
2	**Facilities Management Overview**	48 days	Mon 5/21/01	Fri 7/27/01		99%	Deliverable TO61.1.1
3	**Facilities Management Report**	26 days	Mon 6/18/01	Tue 7/24/01		100%	
4	Prepare Facilities Management Report of processes required for UCP3	23 days	Mon 6/18/01	Thu 7/19/01	Powers	100%	
5	Finalize Facilities Management Report	3 days	Fri 7/20/01	Tue 7/24/01	Powers	100%	
6	**Transition Plan & Schedule**	19 days	Mon 5/21/01	Fri 6/15/01		100%	
7	Plan Research	10 days	Mon 5/21/01	Mon 6/4/01	Powers	100%	
8	Plan Prep & Develop Schedule	9 days	Tue 6/5/01	Fri 6/15/01	Powers	100%	
9	Submit Transition Schedule Plan	0 days	Fri 6/15/01	Fri 6/15/01	Powers	100%	
10	**Facilities Management Overview Submitted**	0 days	Fri 7/27/01	Fri 7/27/01		0%	
11	**Security Triage Resolution Process for Building & Equipment**	125 days	Mon 5/21/01	Thu 11/15/01		100%	Deliverable TO61.1.3
12	**Analysis & Recommendations**	125 days	Mon 5/21/01	Thu 11/15/01		100%	
13	**Security Needs Assessment**	125 days	Mon 5/21/01	Thu 11/15/01		100%	
14	Security System Proposal Cost Review	4 days	Mon 5/21/01	Thu 5/24/01	Gilbert	100%	Thu 11/15/01

SFA MASTER FACILITIES MANAGEMENT & SECURITY TRANSITION SCHEDULE

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01 5/01 6/01 7/01 8/01 9/01 10/01 11/01 12/01
15	Review Concepts and Coverage	125 days	Mon 5/21/01	Thu 11/15/01	Gilbert	100%		
16	Determine Security Staffing Requirements	12 days	Mon 5/21/01	Wed 6/6/01	Gilbert	100%		
17	Obtain Management Approval for Staffing Requirements	0 days	Wed 6/6/01	Wed 6/6/01	Gilbert	100%		◆ 6/6
18	Prepare Recommendation on Security System Cost	3 days	Fri 6/8/01	Tue 6/12/01	Gilbert	100%		
19	Advise of Changes in Security Needs Assessment	0 days	Tue 6/12/01	Tue 6/12/01	Gilbert	100%		◆ 6/12
20	**Align Management Direction**	**12 days**	**Mon 5/21/01**	**Wed 6/6/01**		**100%**		
21	Determine Management Philosophy	12 days	Mon 5/21/01	Wed 6/6/01	Gilbert	100%		
22	**Move Support Tasks**	**114 days**	**Mon 5/21/01**	**Wed 10/31/01**		**20%**	**Informal Deliverables**	
23	**Facilities Move Support Tasks**	**103 days**	**Mon 6/4/01**	**Mon 10/29/01**		**17%**	**Informal Deliverables**	
24	**Transition Plan Review & Update**	**60 days**	**Thu 6/28/01**	**Fri 9/21/01**		**29%**		
25	Review and Update Transition Plan	2 days	Thu 6/28/01	Fri 6/29/01	Powers	100%		
26	Review and Update Transition Plan	2 days	Thu 7/12/01	Fri 7/13/01	Powers	100%		
27	Review and Update Transition Plan	2 days	Thu 7/26/01	Fri 7/27/01	Powers	0%		
28	Review and Update Transition Plan	2 days	Thu 8/9/01	Fri 8/10/01	Powers	0%		

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
29	Review and Update Transition Plan	2 days	Thu 8/23/01	Fri 8/24/01	Powers	0%										
30	Review and Update Transition Plan	2 days	Thu 9/6/01	Fri 9/7/01	Powers	0%										
31	Review and Update Transition Plan	2 days	Thu 9/20/01	Fri 9/21/01	Powers	0%										
32	**SFA/ED Administrative Support**	**94 days**	**Mon 6/4/01**	**Tue 10/16/01**		**34%**										
33	**Letter of Agreement (LOA) for UCP3 Service Levels**	**66 days**	**Thu 6/7/01**	**Mon 9/10/01**		**32%**										
34	Develop Level of Service Requirements	8 days	Thu 6/7/01	Mon 6/18/01	Powers	100%										
35	Submit Level of Service Requirements for ED review/comment	0 days	Tue 6/19/01	Tue 6/19/01	SFA Admin	100%				6/19						
36	ED Review of Service Level Requirements	23 days	Tue 6/19/01	Fri 7/20/01	QWG	50%										
37	Submit Service Levels options/recommendations to SFA CFO	5 days	Mon 7/23/01	Fri 7/27/01	SFA Admin	0%										
38	Develop UCP3 LOA for Services	15 days	Mon 8/6/01	Fri 8/24/01	QWG/SFA	0%										
39	Submit LOA to OM and SFA CFO for approval/signature	10 days	Mon 8/27/01	Mon 9/10/01	QWG/SFA	0%										
40	**SFA/ED LOA Approved**	0 days	Mon 9/10/01	Mon 9/10/01		0%								9/10		
41	**Facilities Management Budget**	**57 days**	**Mon 6/4/01**	**Wed 8/22/01**		**93%**										
42	Research Budget Options	15 days	Mon 6/4/01	Fri 6/22/01	Powers	100%										

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01 5/01 6/01 7/01 8/01 9/01 10/01 11/01 12/01
43	Develop Draft Budget	15 days	Mon 6/25/01	Mon 7/16/01	Powers	100%		
44	Finalize Budget	5 days	Thu 7/19/01	Wed 7/25/01	Powers	50%		
45	FY02 Operating Budget Approved	0 days	Wed 8/22/01	Wed 8/22/01	Powers	0%		8/22
46	**Facilities Management Contract**	**63 days**	**Mon 6/11/01**	**Mon 9/10/01**		**85%**		
47	Finalize SOW	10 days	Mon 6/11/01	Fri 6/22/01	Powers	100%		
48	Contracting solicit pricing information	15 days	Fri 6/29/01	Fri 7/20/01	SFA	75%		
49	Contract Award	0 days	Fri 7/20/01	Fri 7/20/01	SFA	0%		7/20
50	Contractor On-Site	0 days	Mon 9/10/01	Mon 9/10/01	SFA Admin	0%		9/10
51	**Communications & Training**	**55 days**	**Mon 7/30/01**	**Tue 10/16/01**		**0%**		
52	**Communications Plan**	**45 days**	**Mon 7/30/01**	**Mon 10/1/01**		**0%**		
53	Develop Communications Plan	10 days	Mon 7/30/01	Fri 8/10/01	Powers	0%		
54	Execute Communications Plan	20 days	Tue 9/4/01	Mon 10/1/01	Powers	0%		
55	**Facilities Management Training**	**54 days**	**Tue 7/31/01**	**Tue 10/16/01**		**0%**		
56	**Facilities Management Staff**	**36 days**	**Tue 7/31/01**	**Wed 9/19/01**		**0%**		

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
57	Develop Training Plan	11 days	Tue 7/31/01	Tue 8/14/01	Powers	0%										
58	Execute Training Plan	12 days	Tue 9/4/01	Wed 9/19/01	Powers	0%										
59	**Training SFA Personnel in FM Process**	**45 days**	**Mon 8/13/01**	**Tue 10/16/01**		**0%**										
60	Develop Training Plan	10 days	Mon 8/13/01	Fri 8/24/01	Powers	0%										
61	Execute Training Plan	30 days	Tue 9/4/01	Tue 10/16/01	Powers	0%										
62	**Move/Occupancy Information**	**94 days**	**Fri 6/15/01**	**Mon 10/29/01**		**0%**										
63	**Beneficial Occupancy Dates**	**68 days**	**Fri 6/15/01**	**Fri 9/21/01**		**0%**										
64	3rd Floor - Beneficial Occupancy	0 days	Fri 6/15/01	Fri 6/15/01	SFA	100%				6/15						
65	4th Floor - Beneficial Occupancy	0 days	Tue 6/26/01	Tue 6/26/01	SFA	100%				6/26						
66	Computer Room - Beneficial Occupancy	0 days	Mon 7/9/01	Mon 7/9/01	SFA	100%					7/9					
67	2nd Floor - Beneficial Occupancy	0 days	Tue 7/24/01	Tue 7/24/01	SFA	0%					7/24					
68	5th Floor - Beneficial Occupancy	0 days	Fri 7/27/01	Fri 7/27/01	SFA	0%					7/27					
69	6th Floor - Beneficial Occupancy	0 days	Fri 8/3/01	Fri 8/3/01	SFA	0%					8/3					
70	7th Floor - Beneficial Occupancy	0 days	Fri 8/10/01	Fri 8/10/01	SFA	0%					8/10					

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
71	8th Floor - Beneficial Occupancy	0 days	Fri 8/17/01	Fri 8/17/01	SFA	0%						◆ 8/17				
72	9th Floor - Beneficial Occupancy	0 days	Fri 8/24/01	Fri 8/24/01	SFA	0%						◆ 8/24				
73	10th Floor - Beneficial Occupancy	0 days	Fri 8/31/01	Fri 8/31/01	SFA	0%						◆ 8/31				
74	11th Floor - Beneficial Occupancy	0 days	Tue 9/11/01	Tue 9/11/01	SFA	0%							◆ 9/11			
75	1st Floor - Beneficial Occupancy	0 days	Fri 9/21/01	Fri 9/21/01	SFA	0%							◆ 9/21			
76	**Move Schedule**	**26 days**	**Fri 9/21/01**	**Mon 10/29/01**		**0%**							▼▼			
77	Phase 1: Floors 2, 3	2 days	Fri 9/21/01	Mon 9/24/01	SFA	0%							▯			
78	Phase 2: Floors 4, 5	2 days	Fri 9/28/01	Mon 10/1/01	SFA	0%							▯			
79	Phase 3: Floors 6, 7	2 days	Fri 10/5/01	Tue 10/9/01	SFA	0%								▯		
80	Phase 4: Floors 8, 9	2 days	Fri 10/12/01	Mon 10/15/01	SFA	0%								▯		
81	Phase 5: Floors 10, 11	2 days	Fri 10/26/01	Mon 10/29/01	SFA	0%								▯		
82	**Facilities Management Support Activities**	**72 days**	**Mon 6/25/01**	**Thu 10/4/01**		**8%**				▼				▼		
83	**UCP3 Facilities**	**64 days**	**Mon 6/25/01**	**Mon 9/24/01**		**8%**				▼			▼			
84	**Health Unit**	**56 days**	**Fri 7/6/01**	**Mon 9/24/01**		**6%**					▭▭▭					

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
85	Liaise/meet with USPHS	7 days	Fri 7/6/01	Mon 7/16/01	SFA Admin	50%										
86	Develop Health Unit MOU	1.5 days	Tue 7/24/01	Wed 7/25/01	OM,Powers	25%										
87	Submit Health MOU for signature	1 day	Wed 7/25/01	Thu 7/26/01	OM,Powers	0%										
88	Develop Health Unit Procedures	15 days	Mon 7/30/01	Fri 8/17/01	'HS,Powers	0%										
89	Submit Health Unit Procedures to SFA, ED & USPHS for	0 days	Fri 8/17/01	Fri 8/17/01	'HS,Powers	0%							8/17			
90	**Outfit and Equip Health Clinic**	**45 days**	**Fri 7/20/01**	**Fri 9/21/01**		**0%**										
91	Obtain Listing of UCP3 Buildout	1 day	Fri 7/20/01	Fri 7/20/01	Move Team	0%										
92	Select Furnishings/Eq with USPHS	2 days	Mon 7/23/01	Tue 7/24/01	SFA Admin	0%										
93	Procurement Process	30 days	Wed 7/25/01	Wed 9/5/01	SFA	0%										
94	Receive Furnishings	1 day	Thu 9/6/01	Thu 9/6/01	Move Team	0%										
95	Install Furnishings	3 days	Fri 9/7/01	Tue 9/11/01	Powers	0%										
96	USPHS install medical supplies/equipr	5 days	Mon 9/17/01	Fri 9/21/01	USPHS	0%										
97	**Health Clinic Operational**	**1 day**	**Mon 9/24/01**	**Mon 9/24/01**		0%										
98	**Mailroom**	**48 days**	**Wed 7/18/01**	**Mon 9/24/01**		**5%**										

ID	Task Name		Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
99		Determine correct ZipCode	3 days	Fri 7/20/01	Tue 7/24/01	QWG & SFA Admin	75%										
100		Mailroom design	15 days	Wed 7/18/01	Tue 8/7/01	QWG	0%	Mailroom Design to be done by mail services vendor.									
101		Select Furnishings/Equipme	5 days	Wed 8/8/01	Tue 8/14/01	QWG	0%	Selection of Mailroom equipment and furnishings, and mailroom design dependent									
102		Procurement Process	25 days	Wed 8/15/01	Wed 9/19/01	QWG	0%										
103		Receive & Install Furnishings/Equipme	2 days	Fri 9/21/01	Mon 9/24/01	WG,Powers	0%	Dependent on BOD									
104		**Mailroom Operational**	**0 days**	**Mon 9/24/01**	**Mon 9/24/01**		0%								9/24		
105		**Copy Center**	**64 days**	**Mon 6/25/01**	**Mon 9/24/01**		**26%**										
106		Research Equipment	19 days	Mon 6/25/01	Fri 7/20/01	Powers	75%										
107		Select Equipment	3 days	Mon 7/23/01	Wed 7/25/01	WG,Powers	0%										
108		Procurement Process	30 days	Tue 7/31/01	Tue 9/11/01	QWG	0%										
109		Receive and Install Equipment	2 days	Fri 9/21/01	Mon 9/24/01	QWG	0%	Dependent upon Ground Floor BOD (currently 9/21/01)									
110		**Copy Center Operational**	**0 days**	**Mon 9/24/01**	**Mon 9/24/01**		0%								9/24		
111		**Storeroom**	**50 days**	**Mon 7/16/01**	**Mon 9/24/01**		**0%**										
112		**Storage Room Shelving**	**50 days**	**Mon 7/16/01**	**Mon 9/24/01**		**0%**										

ID	Task Name		Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
113		Research Shelving	10 days	Mon 7/16/01	Fri 7/27/01	Powers	0%										
114		Select Shelving	5 days	Mon 7/30/01	Fri 8/3/01	SFA Admin	0%										
115		Procurement Process	30 days	Mon 8/6/01	Mon 9/17/01	Move Team	0%										
116		Receive and Install Shelving	2 days	Fri 9/21/01	Mon 9/24/01	Move Team,Powers	0%	Dependent upon Ground Floor BOD (currently 9/21/01)									
117		**Material Handling Equipment**	**50 days**	**Mon 7/16/01**	**Mon 9/24/01**		**0%**										
118		Research Equipment	10 days	Mon 7/16/01	Fri 7/27/01	Powers	0%										
119		Select Equipment	5 days	Mon 7/30/01	Fri 8/3/01	SFA Admin,QWG	0%										
120		Procurement Process	30 days	Mon 8/6/01	Mon 9/17/01	SFA Admin	0%										
121		Receive and Install Equipment	2 days	Fri 9/21/01	Mon 9/24/01	Powers	0%	Dependent upon Ground Floor BOD (currently 9/21/01)									
122		**Shipping, Receiving, Storeroom**	**0 days**	**Mon 9/24/01**	**Mon 9/24/01**		**0%**								9/24		
123	**Support Services**		**62 days**	**Tue 7/10/01**	**Thu 10/4/01**		**2%**										
124		**Facilities Management Database**	**20 days**	**Tue 7/31/01**	**Mon 8/27/01**		**0%**										
125		Procure AutoCad software	20 days	Tue 7/31/01	Mon 8/27/01	SFA Admin	0%										
126		Plan Facilities Management Database	20 days	Tue 7/31/01	Mon 8/27/01	Powers	0%	Integrate existing HR, CIO, and QWG databases into furniture layout/nametag database to									

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
127	**Communications Equipment**	**42 days**	**Tue 7/10/01**	**Thu 9/6/01**		**4%**										
128	Obtain UCPM frequency use approval	10 days	Tue 7/10/01	Mon 7/23/01	Powers	25%										
129	Prepare request FCC frequency assignment	2 days	Tue 7/24/01	Wed 7/25/01	Powers	0%										
130	Obtain FCC frequency assignment	30 days	Thu 7/26/01	Thu 9/6/01	QWG/SFA	0%										
131	Select Equipment	5 days	Tue 7/24/01	Mon 7/30/01	QWG/SFA	0%										
132	Procurement Process	15 days	Tue 7/31/01	Mon 8/20/01	SFA min,Powers	0%										
133	Receive Receive Equipment	1 day	Tue 8/21/01	Tue 8/21/01	SFA	0%										
134	**Shuttle Service**	**34 days**	**Tue 8/7/01**	**Mon 9/24/01**		**0%**										
135	Develop Shuttle Service Levels of Service with ED	5 days	Tue 8/7/01	Mon 8/13/01	QWG & SFA Admin	0%										
136	Prepare MOU between ED and SFA for Shuttle	5 days	Tue 8/21/01	Mon 8/27/01	QWG & SFA Admin	0%										
137	Publish Shuttle Service Schedule	0 days	Tue 9/11/01	Tue 9/11/01	SFA Admin	0%								9/11		
138	Begin Shuttle Service to UCP3	0 days	Mon 9/24/01	Mon 9/24/01	QWG	0%								9/24		
139	**Personal Property Management**	**10 days**	**Fri 9/21/01**	**Thu 10/4/01**		**0%**										
140	Research & Develop Procedures	10 days	Fri 9/21/01	Thu 10/4/01	Powers	0%										

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	Timeline (4/01–12/01)
141	Submit Property Procedures for Review	0 days	Thu 10/4/01	Thu 10/4/01	Powers	0%		◆ 10/4
142	**Courtyard Move**	**58 days**	**Tue 7/10/01**	**Fri 9/28/01**		**38%**		
143	Coordinate Move Planning with CIO staff	9 days	Tue 7/10/01	Fri 7/20/01	SFA Admin	75%		
144	Coordinate Move with QWG	9 days	Tue 7/17/01	Fri 7/27/01	SFA Admin	25%		
145	Develop Faces to Spaces Listing	3 days	Tue 7/17/01	Thu 7/19/01	CIO	25%		
146	Move Date	0 days	Fri 9/21/01	Fri 9/21/01	QWG	0%		◆ 9/21
147	Remove furniture	1 day	Tue 7/17/01	Tue 7/17/01	QWG	0%		
148	Remove cabling	2 days	Tue 7/17/01	Wed 7/18/01	OCIO	0%		
149	Clean/Restore Spaces	2 days	Tue 7/17/01	Wed 7/18/01	QWG	0%		
150	Lessor Inspection of spaces	0 days	Fri 9/28/01	Fri 9/28/01	QWG	0%		◆ 9/28
151	**Security Move Support Tasks**	**114 days**	**Mon 5/21/01**	**Wed 10/31/01**		**23%**		
152	**Security System Installation**	**93 days**	**Mon 5/21/01**	**Mon 10/1/01**		**61%**	Dependent on Building Construction Schedule	
153	Review concept and cost	5 days	Mon 5/21/01	Fri 5/25/01	Gilbert	100%		
154	Issue award for system	0 days	Tue 5/29/01	Tue 5/29/01	SFA	100%	5/25/01 Awarded 5/29/01	◆ 5/29

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
155	Vendor's original schedule for security system installation process.	56 days	Tue 5/29/01	Wed 8/15/01	SFA Admin,Gilbert	100%										
156	Review with Vendor	88 days	Tue 5/29/01	Mon 10/1/01	Gilbert	100%	Subsequently changed by construction contractor due to conflict in working trades									
157	Review and mark building schematic plans	3 days	Mon 6/11/01	Wed 6/13/01	Gilbert	100%										
158	Review and mark lobby desk plans	3 days	Mon 6/11/01	Wed 6/13/01	Gilbert	100%										
159	Approve changes on construction drawings	0 days	Tue 6/19/01	Tue 6/19/01	SFA Admin	100%				6/19						
160	Verify vendor access dates at construction meeting.	0 days	Thu 7/5/01	Thu 7/5/01	Move Team	100%					7/5					
161	All LAN rooms available for work.	0 days	Mon 8/6/01	Mon 8/6/01	Move Team	0%						8/6				
162	Vendor's revised schedule preparation	13 days	Mon 7/2/01	Thu 7/19/01	Gilbert	0%	In work expected 7/19--7/24									
163	Review phased installation	67 days	Tue 6/19/01	Fri 9/21/01	Gilbert	0%	On going									
164	Second floor conduits available	0 days	Mon 8/6/01	Mon 8/6/01	Move Team	0%	Contractor authorized access deferred until 8/6/01						8/6			
165	9th Floor Computer Room	0 days	Mon 8/6/01	Mon 8/6/01	Move Team	0%						8/6				
166	Penthouse access available	0 days	Mon 8/6/01	Mon 8/6/01	Move Team	0%						8/6				
167	Security Equipment room available	0 days	Mon 8/6/01	Mon 8/6/01	Move Team	0%						8/6				
168	First Floor LAN area to Security Equipment room available	0 days	Mon 8/6/01	Mon 8/6/01	Move Team	0%						8/6				

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01 5/01 6/01 7/01 8/01 9/01 10/01 11/01 12/01
169	First Cellar to lobby core drills available. Allows work on turnstiles, lobby desk ad	0 days	Mon 8/6/01	Mon 8/6/01	Move Team	0%		◆ 8/6
170	Systems operations training for guards by vendor	5 days	Mon 9/17/01	Sun 9/23/01	Gilbert	0%	Dependent on approval & start of guard services	
171	Phased Test and Acceptance	14 days	Tue 9/4/01	Fri 9/21/01	Gilbert	0%	Dependent on revised installation schedule by vendor	
172	Lobby security processing room and lobby operational	0 days	Fri 9/21/01	Fri 9/21/01	Gilbert	0%		◆ 9/21
173	**Access Control System and Smart Card Program**	**94 days**	**Tue 6/19/01**	**Wed 10/31/01**		**14%**		
174	**Identification Badges**	**87 days**	**Thu 6/28/01**	**Wed 10/31/01**		**8%**		
175	Graphics-- Coordinate with Innovations	0 days	Thu 6/28/01	Thu 6/28/01	Gilbert	100%		◆ 6/28
176	Graphics-- Meet with Communications Graphics	6 days	Thu 6/28/01	Fri 7/6/01	Gilbert	100%		
177	Identify & negotiate with graphics design vendor	0 days	Fri 7/6/01	Fri 7/6/01	Gilbert	100%		◆ 7/6
178	SFA New Graphics-- Badge Design By Others	24 days	Fri 7/13/01	Wed 8/15/01	Gilbert	0%	In work	
179	HR Contractor data collection (HQ & Regional)	13 days	Mon 7/16/01	Wed 8/1/01	Gilbert	100%		
180	First meeting to plan HQ and Regional badge issue	0 days	Wed 7/18/01	Wed 7/18/01	Gilbert	20%	Setting up meeting 7/13 - 7/17	◆ 7/18
181	Develop Data List and Receipt Card for Move Coordinators	15 days	Mon 7/16/01	Fri 8/3/01	Gilbert	0%		
182	Vendor Coordinates with Metro to Initialize Smart Card	8 days	Mon 7/23/01	Wed 8/1/01	Gilbert	0%		

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
183	Graphics-- Complete front and rear designs	0 days	Wed 8/1/01	Wed 8/1/01	Gilbert	0%						♦ 8/1				
184	Pre Production/Production	7 days	Fri 8/3/01	Mon 8/13/01	Gilbert	0%						▫				
185	Graphics-- Review by Management	0 days	Mon 8/6/01	Mon 8/6/01	Gilbert	0%						♦ 8/6				
186	Supply Vendor With All Graphics	0 days	Fri 8/10/01	Fri 8/10/01	Gilbert	0%						♦ 8/10				
187	Vendor receives blank cards	0 days	Wed 8/22/01	Wed 8/22/01	Gilbert	0%	From factory					♦ 8/22				
188	Vendor Produces and Tests Graphics Software	10 days	Fri 8/10/01	Thu 8/23/01	Gilbert	0%						▫				
189	Vendor activates Smart Card with WMATA	4 days	Wed 8/22/01	Mon 8/27/01	Gilbert	0%						▫				
190	Vendor Provides Sample of completed Card to SFA	0 days	Mon 8/27/01	Mon 8/27/01	Gilbert	0%							♦ 8/27			
191	Vendor's Production and Distribution Schedule	10 days	Tue 9/4/01	Mon 9/17/01	Gilbert	0%							▫			
192	Vendor begins new badge issue	10 days	Tue 9/4/01	Mon 9/17/01	Gilbert	0%							▫			
193	Vendor issues new photo badge for HQ	41 days	Tue 9/4/01	Wed 10/31/01	Gilbert	0%							▭			
194	Develop Regional Badge Program	76 days	Mon 7/16/01	Wed 10/31/01	Gilbert	0%						▭				
195	**Visitor Passes**	**66 days**	**Thu 6/21/01**	**Mon 9/24/01**		**88%**					◆▬▬▬▬◆					
196	Identify vendors for Visitor Pass	0 days	Thu 6/21/01	Thu 6/21/01	Gilbert	100%					♦ 6/21					

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
197	Request Samples and Cost	0 days	Thu 6/21/01	Thu 6/21/01	Gilbert	100%				6/21						
198	Receive Samples and Cost	4 days	Mon 6/25/01	Thu 6/28/01	Gilbert	100%										
199	Coordinate with Innovations Team	11 days	Thu 6/28/01	Fri 7/13/01	Gilbert	100%										
200	Obtain approval from SFA Communications to purchase	0 days	Wed 7/18/01	Wed 7/18/01	Gilbert	0%					7/18					
201	Order Passes	0 days	Tue 7/24/01	Tue 7/24/01	Gilbert	0%					7/24					
202	Receive Pass Kits	0 days	Wed 8/15/01	Wed 8/15/01	Gilbert	0%						8/15				
203	Train Guards	2 days	Fri 9/21/01	Mon 9/24/01	Gilbert	0%										
204	Begin issuing Visitor Passes	0 days	Mon 9/24/01	Mon 9/24/01	Gilbert	0%								9/24		
205	**Key Control**	**91 days**	**Tue 6/19/01**	**Fri 10/26/01**		**13%**										
206	Furniture keys marked and collected by vendor during phased	77 days	Tue 7/10/01	Fri 10/26/01	Move Team	0%	Furniture Key Control. Keys collected by vendor during installation & turned into									
207	Initial Meeting	0 days	Tue 6/19/01	Tue 6/19/01	Gilbert	100%				6/19						
208	List of Organizations and Doors	0 days	Fri 6/22/01	Fri 6/22/01	Move Team	100%				6/22						
209	Employee List	5 days	Fri 6/22/01	Thu 6/28/01	Move Team	100%										
210	Request list of the location of offices, cubes and furniture from Tina	9 days	Fri 6/22/01	Thu 7/5/01	Gilbert	90%										

SFA MASTER FACILITIES MANAGEMENT & SECURITY TRANSITION SCHEDULE

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01 5/01 6/01 7/01 8/01 9/01 10/01 11/01 12/01
211	Design Key Register	11 days	Fri 6/22/01	Mon 7/9/01	Gilbert	100%	Submitted Key Register to Project Manager	
212	Prepare Briefing and forms for move coordinator Meeting.	14 days	Wed 8/1/01	Mon 8/20/01	Gilbert	50%		
213	Vendor Meeting	0 days	Fri 7/6/01	Fri 7/6/01	Gilbert	100%		7/6
214	Design Concept and Recommend Plan	0 days	Fri 7/6/01	Fri 7/6/01	Gilbert	100%		7/6
215	Vendor Lock Installation	77 days	Tue 7/10/01	Fri 10/26/01	Move Team	0%	Dependent on building construction & floor acceptance.	
216	Brief Move Coordinators on ID Badge & Furniture Key Issue and Control.	48 days	Mon 8/20/01	Fri 10/26/01	Gilbert	0%		
217	Phase 1 SFA Relocation Sequence: Issue of one key per SFAU, HR,	0 days	Fri 9/21/01	Fri 9/21/01	Gilbert	0%		9/21
218	Phase 2 SFA Relocation Sequence: Issue of one key per Students,	0 days	Fri 9/28/01	Fri 9/28/01	Gilbert	0%		9/28
219	Phase 3 SFA Relocation Sequence: Issue of one furniture key per Schools	0 days	Fri 10/5/01	Fri 10/5/01	Gilbert	0%		10/5
220	Phase 4 SFA Relocation Sequence: Issue of one furniture key per Schools	0 days	Fri 10/12/01	Fri 10/12/01	Gilbert	0%		10/12
221	Phase 5 SFA Relocation Sequence: Issue of one furniture key per	0 days	Fri 10/26/01	Fri 10/26/01	Gilbert	0%		10/26
222	**Security Guard Services**	**84 days**	**Thu 5/24/01**	**Fri 9/21/01**		**23%**		
223	**Permanent Guard Contract**	**84 days**	**Thu 5/24/01**	**Fri 9/21/01**		**72%**		
224	Review GSA Requirements and Options	13 days	Thu 5/24/01	Tue 6/12/01	Gilbert	100%		

ID	Task Name		Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
225		Submit Options for management decision	0 days	Fri 6/15/01	Fri 6/15/01	Gilbert	100%				◆ 6/15						
226		Implement Decision	0 days	Mon 7/2/01	Mon 7/2/01	Gilbert	100%					◆ 7/2					
227		Submit request for funding	0 days	Mon 7/2/01	Mon 7/2/01	Gilbert	100%					◆ 7/2					
228		Alarm Systems Training By Alarm Vendor	5 days	Mon 9/17/01	Fri 9/21/01	Gilbert	0%	Dependent on guard start date & management approval.						▯			
229		Permanent Security Guards in Place	0 days	Sun 9/9/01	Sun 9/9/01	Gilbert	0%	Dependent on guard start date & management approval.						◆ 9/9			
230		**Temporary Security Guard Service**	**60 days**	**Thu 6/21/01**	**Sat 9/15/01**		**0%**				▰▰▰▰▰▰▰						
231		Request funding	0 days	Thu 6/21/01	Thu 6/21/01	Gilbert	100%				◆ 6/21						
232		Obtain funding	0 days	Thu 6/28/01	Thu 6/28/01	Gilbert	100%				◆ 6/28						
233		Temporary Security Guard SOW To Contracting	0 days	Fri 6/29/01	Fri 6/29/01	Gilbert	100%				◆ 6/29						
234		Temporary Security Guard Request to GSA	6 days	Thu 7/19/01	Thu 7/26/01	Gilbert	0%					▯					
235		Coordinate Guard Service with Vendor	1 day	Thu 7/26/01	Thu 7/26/01	Gilbert	0%					▮					
236		Temporary Security Guards in place	32 days	Wed 8/1/01	Sat 9/15/01	Gilbert	0%						▭▭▭				
237		**Asset Protection System**	**12 days**	**Mon 5/21/01**	**Wed 6/6/01**		**100%**			▰▰							
238		Phase I Review Capabilities	12 days	Mon 5/21/01	Wed 6/6/01	Gilbert	100%			▬							

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
239	Determine Management Philosophy	0 days	Wed 6/6/01	Wed 6/6/01	Gilbert	100%				◆ 6/6						
240	Implement Decision	0 days	Wed 6/6/01	Wed 6/6/01	Gilbert	100%				◆ 6/6						
241	Phase I complete	0 days	Wed 6/6/01	Wed 6/6/01	Gilbert	100%	Project Stagger at direction of management			◆ 6/6						
242	**Draft Security Policies, Procedures**	**44 days**	**Fri 7/20/01**	**Thu 9/20/01**		**0%**						▼━━▼				
243	**Security Officer Duties and Procedures**	**44 days**	**Fri 7/20/01**	**Thu 9/20/01**		**0%**						▼━━▼				
244	Access Control Duties	44 days	Fri 7/20/01	Thu 9/20/01	Gilbert	0%						▭▭				
245	Property Pass	36 days	Wed 8/1/01	Thu 9/20/01	Gilbert	0%						▭▭				
246	Alarm Systems	24 days	Fri 8/17/01	Thu 9/20/01	Gilbert	0%						▭				
247	Emergency Event Response and Actions	24 days	Fri 8/17/01	Thu 9/20/01	Gilbert	0%						▭				
248	Fire Alarm/Sprinkler System Rupture Guidelines	24 days	Fri 8/17/01	Thu 9/20/01	Gilbert	0%						▭				
249	Medical Assistance	24 days	Fri 8/17/01	Thu 9/20/01	Gilbert	0%						▭				
250	Post Duties	23 days	Mon 8/20/01	Thu 9/20/01	Gilbert	0%						▭				
251	Shipping and Receiving Guidelines	1 day	Thu 9/20/01	Thu 9/20/01		0%							▏			
252	**Facility Occupant Emergency Plan (OEP)**	**52 days**	**Wed 8/1/01**	**Mon 10/15/01**		**0%**						▼━━━▼				

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
253	Assemble Information	24 days	Wed 8/1/01	Tue 9/4/01	Gilbert	0%										
254	Identify Resources (Floor Leaders)	9 days	Tue 9/4/01	Fri 9/14/01	Gilbert	0%										
255	Draft OEP	15 days	Fri 8/24/01	Fri 9/14/01	Gilbert	0%										
256	Management Approval	0 days	Sun 9/23/01	Sun 9/23/01	Gilbert	0%							9/23			
257	Publish OEP	15 days	Mon 9/24/01	Mon 10/15/01	SFA Admin	0%										
258	Develop Training Presentation	5 days	Mon 9/24/01	Fri 9/28/01	Gilbert	0%										
259	Train Floor Leaders	10 days	Mon 9/24/01	Fri 10/5/01	Gilbert	0%										
260	**Facilities Management Plan**	**90 days**	**Tue 5/15/01**	**Fri 9/21/01**		**24%**	**Deliverable TO61.1.2**									
261	**Facilities Management Organization**	**30 days**	**Mon 6/11/01**	**Mon 7/23/01**		**69%**										
262	Develop Facilities Management Roles and Responsibilities	12 days	Mon 6/11/01	Tue 6/26/01	Powers	75%										
263	Organization Chart	2 days	Mon 7/16/01	Tue 7/17/01	Powers	75%										
264	Establish Facilities Management Organization	4 days	Wed 7/18/01	Mon 7/23/01	Powers	50%										
265	**Facilities Management Procedures**	**9 days**	**Mon 7/30/01**	**Thu 8/9/01**		**0%**										
266	Prepare Facilities Management Procedures	9 days	Mon 7/30/01	Thu 8/9/01	Powers	0%										

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
267	Submit Facilities Management section for review	0 days	Thu 8/9/01	Thu 8/9/01	Powers	0%						8/9				
268	**Mail Management**	**15.5 days**	**Mon 7/23/01**	**Mon 8/13/01**		**0%**										
269	Define Mail Stops for UCP3	1.5 days	Mon 7/23/01	Tue 7/24/01	Powers,QWG	0%										
270	Prepare Mail Management Procedures	1.5 days	Fri 8/10/01	Mon 8/13/01	Powers,QWG	0%										
271	Submit Mail Management for Review	0 days	Mon 8/13/01	Mon 8/13/01	Powers,QWG	0%						8/13				
272	**Building Operations**	**90 days**	**Tue 5/15/01**	**Fri 9/21/01**		**18%**										
273	**Parking**	**64 days**	**Tue 5/15/01**	**Tue 8/14/01**		**34%**										
274	ED/SFA develop parking assignment/management procedures for UCP3	22 days	Tue 5/15/01	Thu 6/14/01	QWG/SFA	50%										
275	Finalize numbers and types of parking spaces required	7 days	Mon 7/23/01	Tue 7/31/01	SFA Admin	50%										
276	Meet with Lessor to refine parking level space design and marking	3 days	Wed 8/1/01	Fri 8/3/01	SFA Admin	25%										
277	Develop SFA parking assignment procedures	5 days	Wed 8/8/01	Tue 8/14/01	SFA Admin	50%										
278	Formalize parking management procedures with Lessor	5 days	Mon 8/6/01	Fri 8/10/01	SFA Admin	0%										
279	UCP3 Parking Assignment process	10 days	Mon 7/16/01	Fri 7/27/01	SFA Admin	0%										
280	**Help Desk**	**28 days**	**Mon 8/13/01**	**Fri 9/21/01**		**0%**										

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
281	Develop Help Desk Procedures	9 days	Mon 8/13/01	Thu 8/23/01	Powers,QWG	0%										
282	Evaluate Help Desk Software	5 days	Mon 8/13/01	Fri 8/17/01	Powers,QWG	0%										
283	Procure Help Desk Software	15 days	Mon 8/20/01	Mon 9/10/01	SFA Admin	0%										
284	Install/Test Help Desk Software	4 days	Tue 9/11/01	Fri 9/14/01	SFA Admin	0%										
285	Submit Help Desk Procedures for Review	0 days	Thu 8/23/01	Thu 8/23/01	Powers	0%							8/23		
286	Help Desk Training	3 days	Mon 9/17/01	Wed 9/19/01	Powers	0%									
287	Help Desk Operational	0 days	Fri 9/21/01	Fri 9/21/01	Powers	0%							9/21		
288	**Shipping, Receiving, Storage**	**5 days**	**Mon 8/13/01**	**Mon 8/20/01**		**0%**									
289	Develop Shipping, Receiving, Storage Procedures	5 days	Mon 8/13/01	Mon 8/20/01	Powers,QWG	0%									
290	Publish Shipping, Receiving, Storage Procedures	0 days	Mon 8/20/01	Mon 8/20/01	Powers	0%							8/20		
291	**Copy Center**	**5 days**	**Mon 8/20/01**	**Mon 8/27/01**		**0%**									
292	Develop Copy Center Procedures	5 days	Mon 8/20/01	Mon 8/27/01	QWG,Powers	0%									
293	Publish Copy Center Procedures	0 days	Mon 8/27/01	Mon 8/27/01	Powers	0%							8/27		
294	**Facilities Management Plan Submitted**	**0 days**	**Fri 9/14/01**	**Fri 9/14/01**		**0%**							9/14		

SFA MASTER FACILITIES MANAGEMENT & SECURITY TRANSITION SCHEDULE

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
295	**Post-Move Operations**	**38 days**	**Mon 9/24/01**	**Thu 11/15/01**		**0%**	**Informal Deliverables -- Ops Status Report, e.g., Help Desk calls, maintenance**									
296	**Facilities Management**	**38 days**	**Mon 9/24/01**	**Thu 11/15/01**		**0%**										
297	**Facilities Management Operations Support**	**38 days**	**Mon 9/24/01**	**Thu 11/15/01**		**0%**										
298	Assist SFA Facilities Management Staff	38 days	Mon 9/24/01	Thu 11/15/01	Powers	0%										
299	Oversee Facilities Management Contract	38 days	Mon 9/24/01	Thu 11/15/01	Powers	0%										
300	Validate Facilities Management Procedures	38 days	Mon 9/24/01	Thu 11/15/01	Powers	0%	List of modifications to procedures and policies; recommendations for other									
301	**Facilities Management Process Update**	**33 days**	**Mon 10/1/01**	**Thu 11/15/01**		**0%**										
302	Prepare Facilities Management Operations Status Report -- UCP3 Startup	3 days	Mon 10/1/01	Wed 10/3/01	Powers	0%										
303	Prepare Facilities Management Operations Status Report -- October 2001	5 days	Mon 11/5/01	Fri 11/9/01	Powers	0%										
304	Develop recommendations for revisions to facilities management	10 days	Fri 11/2/01	Thu 11/15/01	Powers	0%										
305	**Security**	**38 days**	**Mon 9/24/01**	**Thu 11/15/01**		**0%**										
306	**Security Operations Support**	**38 days**	**Mon 9/24/01**	**Thu 11/15/01**		**0%**										
307	Assist SFA Security Staff	38 days	Mon 9/24/01	Thu 11/15/01	Gilbert	0%										
308	Oversee Security Contract	38 days	Mon 9/24/01	Thu 11/15/01	Gilbert	0%										

ID	Task Name	Duration	Start	Finish	Responsible	Complete	Deliverables/Comments	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01
309	Validate Security Procedures	38 days	Mon 9/24/01	Thu 11/15/01	Gilbert	0%	List of modifications to procedures and policies; recommendations for other									
310	**Security Process Update**	**33 days**	**Mon 10/1/01**	**Thu 11/15/01**		**0%**										
311	Prepare Security Operations Status Report -- UCP3 Startup & Post-Move	3 days	Mon 10/1/01	Wed 10/3/01	Gilbert	0%										
312	Prepare Security Operations Status Report -- October 2001	5 days	Mon 11/5/01	Fri 11/9/01	Gilbert	0%										
313	Develop recommendations for revisions to security processes/procedures	10 days	Fri 11/2/01	Thu 11/15/01	Gilbert	0%										

Task		Rolled Up Task		External Tasks	
Progress		Rolled Up Milestone	◇	Project Summary	
Milestone	◆	Rolled Up Progress		External Milestone	◆
Summary		Split		Deadline	⇩